# Striving to give the best quality care

## **Contact Us**

iod@gardenerphysio.com
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021 903 4812
10 Stanley Road, Melton Rose,
EersteRiver
1 De Kuilen street, KuilsRiver

Website: www.gardenerphysio.com





# Procedures for Injury on Duty clients

There are certain documents and information required when making an appointment. Have these ready when calling for an appointment.

An appointment date and time will be given when the client will receive their first physiotherapy session.

Follow up with client will be made after every physiotherapy session.

If the appointment has been made and not cancelled by the employee 12 hours before the session the employee will be billed privately for the session, amount as per cost according to the Department of Labour's gazette guidelines.

The company may request an onsite visit, provided they are in the EersteRiver and KuilsRiver areas. Certain requirements are needed for Onsite visits



# DOCUMENTS NEEDED FOR AN APPOINTMENT

Please make sure all the relevant documentation is completed correctlyand ready. Please note that client need to be seen within 5 days of referral, as dated on the Doctors referral letter.

- Claim Number
- First medical report in respect of an accident.
   (WCL4A)
- Progress medical report (WCL5P)
- Employee's Report of an accident (WCL2)
- Referral letter for physiotherapy.
- Certified Copy of employee identity documentation ID
- Copy of Payslip

See new requirements by Department of Labour

### **COMPEASY REGISTRATION**

All companies are required to register on the Compeasy system, with the Department of Labour. Employee accidents are reported on the system and a claim number is issued.

Visit https://compeasy.labour.gov.za/for more information.

## **Making an Appointment**

## AT THE PRACTICE ROOMS: INFORMATION WE REQUIRE

- EersteRiver or KuilsRiver Rooms
- Name of company
- Branch location
- Contact person details
- Name of employee
- · Contact number of employee.

NB: If client needs to be transported to our offices please inform the receptionist at time of making the appointment
Tel: 021 903 4812 or 021 904 1243

#### **ONSITE APPOINTMENTS**

Email the intention to have onsite visits to iod@gardenerphysio.com and the practice will be in contact to set up the visitations.

## WHEN BEING SEEN AT THE EMPLOYER'S PREMISES THE FOLLOWING IS NEEDED:

Please make sure that the required space is available and clean. Minimum room requirement should offer privacy with clean floor space not small than 2mx3m and good ventilation.

### COVID-19 Precautions:

- All Employees to wear a mask for the duration of the session
- Hands to be washed and sterilized, before and after the session
- Employees to bring their own towel and additional clothing if required
- The Physiotherapist will have their own PPE and sterile equipment for the session